

FOIA 2014 WORKSHOPS

8:30 a.m. - 9:00 a.m.

Registration & Continental Breakfast

9:00 a.m. - 10:30 a.m.

Concurrent Sessions:

- **Navigating through FOIA's Open Meeting Requirements; closed meeting exemptions.**
- **Law-Enforcement Records: Balancing Public Safety with the Right of Access.**

10:30 a.m. - 10:45 a.m.

Break

10:45 a.m. - 12:15 p.m.

Open Records under FOIA: Basic procedures, rights and responsibilities, and their practical application.

12:15 p.m. - 1:00 p.m.

Lunch (Lunches Provided)

1:00 p.m. - 2:30 p.m.

Panel: FOIA and Record Retention under the VA Public Records Act: Here from a panel of experts how to best manage your records to stay in compliance with FOIA and the VA Public Records Act.

Virginia Mandatory Continuing Legal Education Board -
4.5 credits (0 ethics credits).

Department of Criminal Justice Services for legal and elective in-service credit - 4.5 hours total.

Credit also available from VA School Board Association and Municipal Clerks Association.

NOTE: Please be aware that this registration form is "FOIA-able" and must be released if requested. You may wish to keep this in mind when completing the registration form. You must include your name, but may limit the other contact information you provide to that which you would feel comfortable releasing to the public should a FOIA request be made.

Freedom of Information Advisory Council
General Assembly Building, 2nd Floor
9th and Broad Streets
Richmond, VA 23219

FOIA 2014

A series of workshops on the Virginia
Freedom of Information Act



Sponsors:

Virginia Freedom of Information
Advisory Council
Office of the Attorney General
Local Government Attorneys of Virginia
Virginia Association of Broadcasters
Virginia Association of Chiefs of Police
Virginia Association of Counties
Virginia Coalition for Open Government, Inc.
Virginia Government Communicators
Virginia Municipal League
Virginia Press Association
Virginia School Boards Association
Virginia Sheriffs' Association

Freedom of Information Workshop Registration Form

Name: _____

Affiliation: _____

Address: _____

City: _____ Zip: _____

Phone Number: _____

E-mail address: _____

(Your confirmation will be sent to your e-mail address)

Print LOCATION & DATE of seminar you will attend below:

AMOUNT ENCLOSED \$ _____

PLEASE COPY FORM FOR MULTIPLE ATTENDEES

Registration Fee - \$45 per person, which includes continental breakfast, lunch, and workshop. Handouts will NOT be available at workshop locations. Please download handouts from our website under "2014 Workshops."

Please complete, detach and return this form with check payable to the **Treasurer of Virginia** to:
Freedom of Information Advisory Council
(Fed.ID 81-059-1340)
201 North 9th Street, Second Floor
General Assembly Building
Richmond, Virginia 23219

Visit the FOIA Council website for instructions on how to fax/e-mail your registration. If you have other questions, please contact: Darlene Jordan, 804.786.3591, DJordan@dls.virginia.gov

CANCELLATION POLICY: Cancellations must be in writing. Refund will be given for cancellations received at least 7 days prior to the workshop. **NO REFUNDS** will be given for no-shows. Registrations will be accepted on a space available basis only.

***** For FOIA Use Only *****

Date: _____ Amt Paid: _____ Check # _____ Ck
Encl. ☐ E-mail Reg. ☐ Gr. ☐

Questions/Issues:

Our workshops will again include an interactive session on open records, where we will explore various hypothetical FOIA situations. The goal of this segment is to provide an opportunity for your insights and to help everyone better understand the issues facing the person on the "other side of the counter," emphasizing that making and responding to a FOIA request should not be an adversarial process.

In addition, we want to answer **your** questions regarding FOIA. In the space below (or you may e-mail us at foiacouncil@dls.virginia.gov), please note any questions you may have or areas of FOIA that you would like covered. We look forward to seeing you there.

Dates and Locations of Workshops

Monday, October 20, 2014

Manassas, VA

The Wyndham Garden Hotel

10800 Vandor Lane, Manassas VA 20109

<http://www.wyndham.com/hotels/virginia/manassas/wyndham-garden-manassas/hotel-overview>

Tuesday, October 21, 2014

Richmond, VA

Four Points By Sheraton Richmond Airport

4700 S. Laburnum Avenue, Richmond VA 23231

<http://www.fourpointsrichmondairport.com>

Thursday, October 23, 2014

Norfolk, VA

Doubletree by Hilton Norfolk Airport

1500 North Military Highway, Norfolk VA 23502

<http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-norfolk-airport-ORFNADT/index.html>

Who should attend: The program should be of interest to citizens, state and local officials, public information officers, municipal clerks, the media, local government attorneys, attorneys who practice before state and local government, school board and law enforcement personnel, and anyone with an interest in FOIA.

For more information, please visit our website:

<http://foiacouncil.dls.virginia.gov>